

JOB TITLE	DEPARTMENT	REPORTS TO
Programmer II	Business Services	Data Processing Manager/Chief Operations Officer

Position No: 77541	Length of Work Year: 12 Months
Salary Schedule: P21	Date Approved: 8/14/90
FSLA: Exempt	Date Revised: 8/10/99; 9/16/25

JOB GOAL
To write and amend computer programs that will serve the needs of the schools and department sites and comply with requirements of Management Information Services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associate of Arts Degree or equivalent in computer science or related field. 2. A minimum of three years of data processing experience to include programming or an equivalent combination of training and experience. 3. In lieu of the above qualifications, a combination of training and experience substantially equivalent. 4. Knowledge of computer programming. 5. Experience with user support and help desk activities. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To participate in the preparation of system flow diagrams and procedures. 2. To develop record formats. 3. To design or assist with the design of input/output forms and specifications. 4. To develop operating instructions. 5. To prepare computer block diagrams as required. 6. To code programs in accordance with system procedures. 7. To test and assist with debugging of programs. 8. To work with help desk and users to communicate system design and function. 9. To perform assigned tasks in a time and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.